

## **Executive Summary**

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### **DASHO Meeting Update**

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed 1) PPE for wild land fire fighters, 2) 2010 Safety Seminar, 3) 2010 Safety Week, 4) Risk Assessment Codes (RAC) Training, 5) Timely response to OSHA, and 6) SMIS.

### **Gulf Oil Spill Update**

Diane Schmitz and Barry Noll gave the group a brief update on the oil spill in the gulf. This has become the number one priority of the Department. Bob Garbe is currently onsite assessing the situation in regards to the type of training that will be required for cleanup volunteers.

### **Serious Accident Investigation (SAI) Process**

The Council discussed how the Department should deal with the need to conduct serious accident investigations (not wildland fire) in DOI bureaus and offices with little or no SAI expertise. The group agreed to a macro process. Many details of this process are yet to be worked out.

### **Work Group Presentations**

Council members provided an update on the following work groups: Wildland Fire, RAC Training, and Off Highway Vehicles (OHV)/All Terrain Vehicles (ATV). The Council would like updates from the IH work group and the Emergency Management Council at the next meeting.

### **Change to the Valor Awards**

Mike May has talked to LE and Emergency Services within the NPS and they agree about the potential problem regarding the message the DOI valor award sends. Mike May will draft proposed revisions to the policy language for the award and send it to the DOI Awards group for their consideration.

### **485 DM Chapter 18 – Occupational Medicine Program**

The Council decided not to review this chapter in this meeting as they wanted bureau IH personnel to comment on it first.

### **485 DM Chapter 23 – Visitor Safety**

Sara Newman of the NPS will run chapter 23 by the solicitors on Monday 5/10/10 and bring it back to the DOI Bureau representatives on the Interagency Visitor Safety Working Group for them to review and edit. The Council will review this chapter at the August meeting.

### **DM Chapter Transmittal Templates**

The Council reviewed the draft DM chapter changes spreadsheet template and agreed it would serve the needs of the bureaus to understand the disposition of all comments made during DM chapter reviews. The Council requested that Barry Noll include both comments from the informal and formal process in the chapter changes spreadsheet sent to the SOHC. The Council also reviewed the draft transmittal memo that DAS Pam Malam will send to the DASHOs with each chapter. The memo will be sent to each DASHO individually (by name) rather than to the DASHO Council as a group. As chapters are sent into the surnaming process, Barry Noll will inform the bureaus.

### **DOI Hosting of the 2011 Government-wide Dive Conference**

The Dive Conference is tentatively scheduled for February 2011 to be held at NCTC. A working group, chaired by Chip Murphy of the FWS, is being assembled to plan the conference. All bureaus that have diving programs will have a representative on the conference planning work group.

## **Assurance Statement**

The Council had a brief conversation about how each organization is addressing their bureau assurance statements. At this point all bureaus except the NPS and MMS have completed their interim assurance statements due 3/31/10. Pam Malam will be sending a memo following up on this soon.

## **NBC SMIS Project Update**

Since OSHA has been underestimating the number of DOI employees by approximately 8,000 people, it has negatively impacted the Department's SHARE results. An additional contributing factor to this error is the difficulty OSHA has had in determining the seasonal work force of the DOI bureaus. OSHA's use of more accurate personnel numbers has significantly improved the Department's SHARE ratings.

Armando also presented to the Council the tick bite log he established within SMIS. The Council provided the feedback on potential changes to the tick bite log.

Armando presented to the Council the future possibility of connecting IAS to SMIS. After some discussion of the benefits of doing this, the group concluded that the USGS system might be able to be integrated into SMIS but it was difficult at this point to tell if the resultant functionality would be worth the effort. Armando will investigate this further.

## **2010 Safety Seminar Update**

Barry Noll presented the final details for the DOI Safety Seminar. Currently there are 81 people registered for both conferences. The threshold for financial success for ASSE is 90 participants. Whether or not this number is reached will determine whether ASSE is interested in working with DOI again. In two years the ASSE conference will be in Denver, which may present another opportunity to partner on a DOI conference.

## **Bureau Reports**

Each Bureau Safety Manager gave a brief update on activity within his or her organization.

## **Pam Malam: Acting Departmental DASHO**

Pam Malam engaged the Council in a wide-ranging conversation about safety and health issues within the Department and bureaus. Pam came to DOI from USGS.

Her vision for the Department is to be seen as the best place to work in the government, which means that it needs to be a safe place to work. In order to do this, two things need to happen. First, line management has to take employee safety seriously, and second safety managers have to encourage rather than try to force employees to behave differently.

## **DASHO Meeting**

The SOHC decided it had no agenda items for the DASHO Council this time and will suggest that the next meeting be cancelled if there are no other agenda items.

## **Next Meeting**

The next Council meeting will take place on August 24-25, 2010 in Arlington, Virginia.

## **Meeting Summary**

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Council Members Present: Rose Capers-Webb (MMS), Steve D'Antoni (NBC), Armando Galindo (OHS), Paul Holley (BIA), Mike May (NPS), Jim Meredith (BOR), Bill Miller (USGS), Barry Noll (OHS), Mary Parkinson (FWS), Louis Rowe (BLM), Diane Schmitz (OHS).

Council Members Absent: Maurice Banks (OSM), Rhonda Poolaw (OST), Larry D'Emanuel (SOL), Bob Garbe (OHS), Jim Robison (OIG).

### **DASHO Meeting Update**

Diane Schmitz provided an update on the outcomes of the previous DASHO Meeting. The following topics were addressed:

PPE for Wildland Firefighters: A briefing was provided to the DASHOs on OSHA's PPE recommendation on boots for firefighters. OSHA expects footwear to be provided to anyone who is exposed to high heat situations. This would likely entail providing them for every person assigned to firefighting duty (even though not all individuals work in situations requiring them). The next step is for the Fire Executive Council (FEC) to make the decision whether or not to buy the boots.

2010 Safety Seminar: As of this date, 81 people have signed up for the seminar. Diane Schmitz will send a follow-up email by 5/15/10 to NPS, BLM, and USGS confirming their directors' attendance at the seminar.

2010 Safety Week: The proclamation for the DOI Safety Week is currently in the Secretary's Office for signature.

RAC Training: Richard Powell gave an update on the RAC training. The contract is complete and Eppley Institute has begun developing the training. Other bureaus are welcome to participate in the NPS training. The course could also be easily modified for use in other bureaus.

OSHA Response: The DASHOS discussed the Department's responsibility to respond to OSHA in a timely manner and about how the Department can help the bureaus address OSHA citations.

SMIS: The ongoing management of SMIS was discussed.

### **Gulf Oil Spill Update**

Diane Schmitz and Barry Noll gave the group a brief update on the oil spill in the gulf. This has become the number one priority of the Department. Bob Garbe is currently onsite assessing the situation in regards to the type of training that will be required for cleanup volunteers. Currently the NIEHSS website contains a PowerPoint that will be the basis for the four hour HAZWOPER responder training course. In "phase 1", the focus is on the refuges, parks and other federal lands affected by the spill. It is likely that "phase 2" will include a request for general cleanup assistance from all the bureaus. To aid in communication about the incident, Armando Galindo has added a button on the categories page in SMIS, on the gulf oil spill response.

### **Serious Accident Investigation (SAI) Process**

The Council discussed how the Department should deal with the need to conduct serious accident investigations (not wildland fire) in DOI bureaus and offices with little or no SAI expertise. The group agreed to the following macro process. Many details of this process are yet to be worked out.

When a bureau needs assistance on SAI from another bureau:

1. The requesting bureau's DASHO will communicate directly with the Departmental DASHO, who will formally make the request to the other bureau's DASHO.

2. Travel expenses for SAI team members from a bureau other than the one experiencing the accident will be covered initially from a holding account within OHS, which will be reimbursed later by the requesting bureau. (This represents a change to 485 DM.)
3. Create a “shadow assignment” with the SAI team for a safety manager from the requesting bureau as a training opportunity.
4. After the conclusion of the investigation, the SAI Team and local and regional management will draft the Management Evaluation Report (MER) collaboratively. (This represents a change to 485 DM.)
5. Maintain a resource list at the Department level of all the individuals with technical, management and SAI expertise within each bureau (Possibly use the all hazards gray card system available within the Office of Emergency Management). A SharePoint site may be used for this purpose.
6. Share investigation findings with other bureaus through briefings at SOHC and DASHO meetings.

#### **Next Steps**

- Diane Schmitz and Barry Noll will review the 24 hour and 72 hour template in coordination with the Departmental Interior Operations Center (IOC) and send any revisions to the bureaus to be included in their policies and training by the August SOHC meeting.
- Diane Schmitz will investigate the possibility of creating an OHS holding account for SAI travel expenses for members from bureaus other than the bureau experiencing the accident to be reimbursed by the requesting bureau by the August SOHC meeting.
- Barry Noll will talk to Staci King to investigate how the gray card system might work to support this process and report back to the Council at the August SOHC meeting.
- The appropriate 485 DM chapters will possibly be revised in the November SOHC meeting.

**Decision:** By unanimous vote, the group decided to hold a half-day session at the August meeting to further develop the SAI infrastructure and process. Diane Schmitz will invite a CORE expert to that meeting to explain how they share resources across the Department. In the interim, the group committed to supporting each other in the event of the need for a serious accident investigation.

## **Work Group Updates**

#### **Wildland Fire:** Louis Rowe

- Boots for Firefighters: The Fire Executive Council (FEC) is aware of the PPE issue raised by OSHA and realizes it will have to provide boots to all wildland firefighters.
- SAI Training: Since half of the fatalities that occur are within the fire program, they will be asked for their input on the contents of the SAI training.
- Working with the USFS: Most fire-related accident investigations involve the Forest Service, which is challenging, as they have no consistent process. Their law enforcement investigations chief will not release accident-related information until DOJ gives their consent.
- Lessons Learned: Since the USFS follows FOIA conservatively it is difficult to extract lessons learned from fire accidents and fatalities.
- High Reliability Organizations (HROs): The fire community is looking into the concept of “Just Culture” (where no one is to blame) as a way to encourage more honest sharing of lessons learned.
- The California Wildland Fire Safety Conference was recently hosted by the National Wildland Coordination Group (NWCG) and included local, state, county, and federal fire officers. Louis Rowe recommended holding the 2011 spring SOHC meeting in conjunction with this conference.

#### **Risk Assessment System Training:** Mike May

- Eppley Institute will be customizing it for the NPS, however other interested bureaus can participate in NPS’ training. Currently the contract is complete and training development has begun. The training will be designed such that it could be easily modified for the other bureaus.
- The target deadline for training implementation (including the release of a memo and other marketing materials) is 6/31/10. Intended NPS participants include: Park Facilities Management Division, CDSOs, Structural Fire, Safety Managers, and possibly cultural resources staff.
- The Council requested that Mike May give a presentation on the training at the August SOHC Meeting.

#### **Next Step**

- Mike May will send information to the Council by 5/14/10 on how the RAC training could be customized for each bureau.

#### **IH Work Group: Bob Garbe**

- Bob Garbe was not present at this meeting to provide an update. The Council requested an update on this group at the August meeting.

#### **OHV/ATV Work Group: Louis Rowe**

- The first meeting of this group has been delayed due to the change in the date for the Department's Awards Convocation. Their first face-to-face meeting will be held in September in conjunction with the convocation.
- The group's first conference call will be held in early June at which time they will begin developing a charter and scope of work. This interagency group will be responsible for the development of policy, purchasing standards for ATVs, and identification of training needs, among other things. Louis Rowe envisions this group will be very similar to the MOCC work group.

#### **Next Step**

- Barry Noll will ask Staci King, before the August meeting, to participate for an hour in each SOHC meeting in DC to provide an update on the Emergency Management Council.

### **Change to the Valor Awards**

Mike May has talked to LE and Emergency Services within the NPS and they agree about the potential problem regarding the conflicting message the DOI valor award sends to reward individuals who may have disregarded safety requirements and taken unacceptable risks to save the lives of others. Mike May will draft proposed revisions to the policy language for the award asking for written details on safety considerations and send it to the DOI Awards group for their consideration. It is likely too late to impact the awards at the Department level this year; however it will affect future nominations.

### **485 DM Chapter 18 – Occupational Medicine Program**

The Council decided not to review this chapter in this meeting as they wanted bureau IH personnel to comment on it first.

#### **Next Steps**

- All bureaus will email their feedback on chapter 18 directly to Bob Garbe by 5/18/10.
- Bob Garbe will send the chapter back to the bureaus in track changes with all comments by 5/25/10.

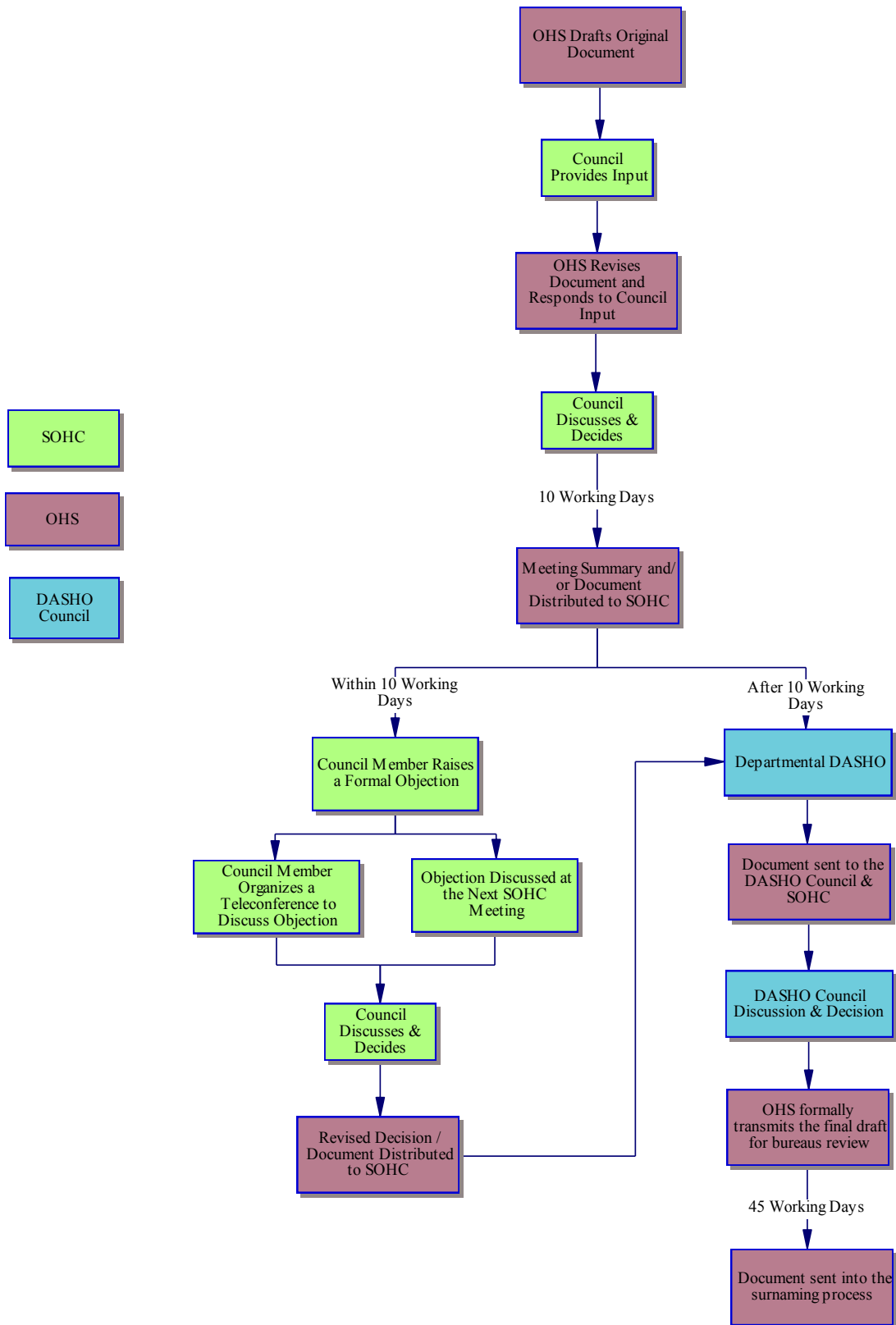
### **485 DM Chapter 23 – Visitor Safety**

Sara Newman of the NPS will run chapter 23 by the solicitors on Monday 5/10/10 and bring it back to the DOI Bureau representatives on the Interagency Visitor Safety Working Group for them to review and edit. The Council will review this chapter at the August meeting. The solicitor has already reviewed the NPS reference manual on this topic.

### **DM Chapter Transmittal Templates**

The Council reviewed the draft DM chapter changes spreadsheet template and agreed it would serve the needs of the bureaus to understand the disposition of all comments made during DM chapter reviews. The Council requested that Barry Noll include both comments from the informal and formal process in the chapter changes spreadsheet sent to the SOHC. The Council also reviewed the draft transmittal memo that DAS Pam Malam will send to the DASHOs with each chapter. The memo will be sent to each DASHO individually (by name) rather than to the DASHO Council as a group. As chapters are sent into the surnaming process, Barry Noll will inform the bureaus.

The chapter changes spreadsheet will be shared with the SOHC at step three in the review process depicted in the following diagram.



## **DOI Hosting of the 2011 Government-wide Dive Conference**

The Dive Conference is tentatively scheduled for February 2011 to be held at NCTC. One of the focus areas is likely to be a conversation with OSHA regarding guidelines for scientific versus commercial diving. A working group, chaired by Chip Murphy of the FWS, is being assembled to plan the conference. All bureaus that have diving programs will have a representative on the conference planning work group.

## **Assurance Statement**

The Council had a brief conversation about how each organization is addressing their bureau assurance statements. At this point all bureaus except the NPS and MMS have completed their interim assurance statements due 3/31/10. Pam Malam will be sending a memo following up on this soon.

## **NBC SMIS Project Update**

Armando Galindo presented to the Council the memo from Rhea Suh, Departmental DASHO, to OSHA requesting they amend their SHARE statistics related to DOI. Since OSHA has been underestimating the number of DOI employees by approximately 8,000 people, it has negatively impacted the Department's SHARE results. An additional contributing factor to this error is the difficulty OSHA has had in determining the seasonal work force of the DOI bureaus. OSHA's use of more accurate personnel numbers has significantly improved the Department's SHARE ratings.

Armando also presented to the Council the tick log he established within SMIS. The Council provided the following feedback on the tick log.

- Change the default for a tick bite entry to non-recordable.
- Add columns on the report for 1) recordability, 2) case status, and 3) OWCP case number.
- Send an email notification to bureau safety managers to check whether the person with the tick bite contracted a disease from it.
- Can all SMIS entries default to non-recordable?

Armando presented to the Council the future possibility of connecting IAS to SMIS. After some discussion of the benefits of doing this, the group concluded that the USGS system might be able to be integrated into SMIS but it was difficult at this point to tell if the resultant functionality would be worth the effort. Armando will investigate this further.

## Next Steps

- Armando Galindo will change tick bite entries to non-recordable by August 1, 2010.
- Armando Galindo will add columns on the report for 1) recordability, 2) case status, and 3) OWCP case number by July 15, 2010.
- Armando Galindo will incorporate into the process of entering tick bites into SMIS to send an email notification to bureau safety managers to check whether the person with the tick bite contracted a disease from it by August 1, 2010.
- Armando Galindo will investigate whether it is possible to have all SMIS entries default to non-recordable by July 15, 2010.
- Armando Galindo will investigate how the USGS IAS would integrate into SMIS and the cost-benefit of doing this and report back to the Council by the August meeting.
- The Council will revisit the "big picture" needs (identified a year ago) of a safety information system at the August meeting. (This session should be a half to a full day of the meeting.)

## **2010 Safety Seminar Update**

Barry Noll presented the final details for the DOI Safety Seminar. The large room that holds 200 people will have a stage, a projector and screen (DOI will provide the laptop computer). The schedule for the morning program (for which Diane Schmitz will act as MC) will include:

- Pam Malam, Acting DOI DASHO: Welcome & opening remarks
- Keynote instructor - Dr Scott Geller: Behavior based safety
- NPS, BLM and USGS Directors presentation and Q & A (with pre-prepared questions)
- Francis Yebesi from OSHA



- Pam Malam: Program updates at DOI level

The afternoon program will take place in individual bureaus and offices. At the end of the day, the entire group will reconvene for the closing. An award will be given to Bill Bass at the end of his presentation prior to lunch. The conference will adjourn at 4:30 pm.

Barry Noll described the final logistics for the conference:

- It is possible to include bureau specific information in the conference packets individuals receive at the beginning of the day.
- Bureaus can make changes to the “cut sheets” (describing room set-ups) before the conference starts, but not during the conference as this will increase the cost). At this point, no money will be saved by eliminating anything currently being provided by the hotel.

ASSE needs three volunteers to help with the DOI conference (two to help with registration for one hour on Thursday morning and one as a “go-for” for Thursday). Currently there are 81 people registered for both conferences. The threshold for financial success for ASSE is 90 participants. Whether or not this number is reached will determine whether ASSE is interested in working with DOI again. Barry Noll reported that this was a great experience for DOI since ASSE did so much of the work. In two years the ASSE conference will be in Denver, which may present another opportunity to partner on a DOI conference.

#### Next Steps

- Maurice Banks will arrange for the award for Bill Bass.
- Bureau Safety Managers will send bureau specific info for the conference packets to Barry Noll by 6/16/10.
- Barry Noll will review all the DOI registrants to make sure they are registered for both conferences and not just the ASSE conference. Barry will then send the list to the bureaus ASAP who will follow up with individuals who may still need to pay for the DOI portion.
- Diane Schmitz and Barry Noll will send a reminder to the DASHOs ASAP to ask them to register for the conference.
- Barry Noll will distribute the participant list again to Bureau Safety Managers ASAP.
- Bureau Safety Managers will send name of conference volunteers to Barry Noll ASAP.

## **Bureau Reports**

Each Bureau Safety Manager gave a brief update on activity within his or her organization.

#### Bureau of Reclamation: Jim Meredith

BOR is currently:

- Working on their bureau Assurance Statement
- Working on life safety code compliance
- Conducting a review of safety and health standards and policies for the bureau
- Formalizing their Bureau Safety and Health Council (a group that has been meeting quarterly for many years)
- Replacing a regional safety manager in the Upper Colorado region (SLC) and may have an open position in the Pacific West region as well (Boise)

#### BLM: Louis Rowe

- Currently replacing 5 of 12 regional safety managers
- USFS has an interagency center (Carhart Interagency Training Center) that wants to develop a cross cut saw policy common to USFS, NPS, BLM and FWS. They also want to add a chainsaw policy to the training. BIA is interested in participating in this as well. The Council agreed this was a good thing to pursue.

#### BIA: Paul Holley

- ARRA projects are currently BIA's #1 priority (schools, detention facilities)

- In February, they unveiled the RAC system; they brought their field safety managers in for training in SMIS and the RAC process
- Currently updating training presentations for 1) CDSOs, 2) Safety Committees, 2) employees and 3) supervisors
- Just hired an management analyst at GS 12/13
- In the process of hiring a Safety Clerk at GS 4/5
- A safety manager position at GS 12/13 is in classification right now
- Working on bureau safety evaluation at present
- Paul took the SAI training in Phoenix (BIA now has 4 people who have been through the course)
- Will be putting on a SAIT course within BIA by the end of the year
- Basic Accident Investigation Training (BAIT) and root cause analysis courses will be held later this year (BLM and NPS offered their SAI policies as a starting point for developing policy within BIA)

FWS: Mary Parkinson

- Currently using Sharepoint to work with the field on policy revisions for chapters on rocket netting and explosives, chainsaw use, and off road/UTV use
- Working on program evaluation process
- Currently using Sharepoint to do a survey related to CDSO program improvement

NPS: Mike May

- NCR regional manager position has just closed
- Currently hiring an Occupational Safety and Health specialist position
- Sara Newman started an internship program with SCA on visitor & employee safety (Mike May will have a few interns too). Intern training will take place in Prince Williams in June 2010.
- Intending to setup an IDIQ contract for an IH contractor
- Working on updating reference manual 50B
- The NPS' Safety Leadership Council met in Naples Florida in March. The Council has five active work groups focusing on 1) Lessons Learned, 2) Health & Wellness, 3) Incentives & Recognition, 4) Operational Leadership, and 5) Communication

MMS: Rose Caper-Webb

- She has been in the job for 8 weeks
- Participated in an Administrative Management Assistants Review (AMAR) in New Orleans

USGS: Bill Miller

- Discussed recent evaluation to AK where the Alaska Science Center has developed IT application for tracking employee status when they are in the field, e.g., daily location, emergency equipment on hand, contact information, etc. the ASC has also developed an IT application for tracking safety training which documents training completions and forecasts next due date for refresher training by training topic for each employee. Bill stated that he would be working with the DOI Learn coordinator to determine applicability for bureau wide use and offered to demo these systems at a future meeting for those with interest.
- Bill also conveyed that the USGS is implementing organizational restructuring to facilitate science program based alignment in nine geographic areas. Expectations are that the safety program will be similarly aligned. Instituting an electronic reporting system that tracks employees' location, the tasks they are engaged in, the PPE related to their duties, etc.

NBC: Steve D'Antonio

- Holding off on Safety Week events at MIB until August when the cafeteria is finished. The week's activities will be similar to last year's.
- 120 people will go through AED training soon. (There are 19 AEDs in MIB and 4 in SIB.) Steve will send the chart of where the AEDs are located in each building to the Council.
- Rhea Suh was at the Environmental Conference last week (MIB will be the greenest cafeteria in the federal system.)

- Working on phase 5 (wing 2) of MIB project - currently evaluating whether the barriers are sealed tight
- There is now a new alarm system in the building

OHS: Diane Schmitz

- The announcement for a Safety and Occupational Health Manager position (GS 14) was released this week

### **Pam Malam: Acting Departmental DASHO**

Pam Malam engaged the Council in a wide-ranging conversation about safety and health issues within the Department and bureaus. Pam came to DOI from USGS. Although safety is a new functional area for her in this role, as a line manager, she has had a lot of experience with employee health & safety.

Her vision for the Department is to be seen as the best place to work in the government, which means that it needs to be a safe place to work. In order to do this, two things need to happen. First, line management has to take employee safety seriously, and second safety managers have to encourage rather than try to force employees to behave differently. It is important to get the attention of employees early. Safety should be stressed during all new employee orientations. She agreed to consider having safety included as a topic in the revised Supervisor's Training Course that DOI is currently working on.

Louis Rowe suggested Pam talk to her counterpart at the USFS to find out what they are doing at the senior executive level regarding creating a safety culture.

Pam expressed her appreciation for the value provided by the SOHC. She sees the group as productive and working effectively to address policy issues across the bureaus. She believes that having two levels of groups (an operational and executive level) creates a healthy tension that increases the Department's overall effectiveness. She also expressed appreciation of the Council's attitude of continuous improvement. She believes the DASHO Council needs to be a decision-making and problem-solving group. In order to get the most out of DASHO meetings, each DASHO needs to be fully informed on all the issues so they can have a meaty and effective debate before making decisions. She thinks the DASHOs may not need to meet as often as they have in the past.

She suggested the Council explore the CORE (Conflict Resolution for Employees) program to see if there are any parallels to the SAI process. She questioned the Department's ability to maintain a high level of expertise in something that does not happen regularly and asked if it would be possible to augment DOI's expertise with contractors. She expressed her support for establishing a holding account within OHS that could be used for travel expenses when asking bureau employees to travel for the purpose of an SAI in another bureau.

She stressed the importance of sharing lessons learned across organizational boundaries. She suggested that the DASHO Council, the Principals Operating Group (POG), and the Deputy's Operating Group (DOG) get a briefing on the Andy Palmer fatality.

### **DASHO Meeting**

The SOHC decided it had no agenda items for the DASHO Council this time and will suggest that the next meeting be cancelled if there are no other agenda items.

### **Parking Lot**

- Develop a 485 DM chapter on the DOI's relationship to OSHA
- Status of 2012 initiatives

From last meeting:

- Have Bob Garbe speak at the next MOCC meeting about the issue of medical surveillance for DOI employees operating motorized watercraft (Most of the programs/requirements over 5 years old are unlikely to be effective and defensible. Should we improve programs or get rid of them?)

- Have the IH work group address the issue of medical surveillance for DOI employees operating motorized watercraft.

## 2010 SOHC Meetings

### Next Meeting

Date: August 24-25, 2010

Location: Arlington VA

Potential Agenda Topics:

- Work Group Updates (IH work group and Emergency Management work group)
- SAI Process (half day session)
- RAC Training Presentation
- 485 DM chapter 23
- SMIS “big picture” needs (half day session)

### Future 2010 Meetings

November 16-17, 2010: Boise, ID

### Meeting Assessment

Worked Well	Potential Improvements
<ul style="list-style-type: none"> <li>• Bureau reports</li> <li>• Pam Malam’s participation (invite her once a year)</li> <li>• Work group reports</li> </ul>	<ul style="list-style-type: none"> <li>• Review past action items</li> <li>• Set up a Sharepoint site for this Council to track tasks and share information</li> </ul>

### Next Step

- Barry Noll will investigate setting up a Sharepoint site for the council before the August meeting.

### Action Item Summary

Task	Responsibility	Deadline
<b>SAI</b>		
<ul style="list-style-type: none"> <li>• Review the 24 hour and 72 hour template in coordination with the Departmental Interior Operations Center (IOC) and send any revisions to the bureaus to be included in their policies and training by the August SOHC meeting.</li> </ul>	Diane Schmitz and Barry Noll	8/31/10
<ul style="list-style-type: none"> <li>• Investigate the possibility of creating an OHS holding account for SAI travel expenses to be reimbursed by the bureaus by the August SOHC meeting.</li> </ul>	Diane Schmitz	8/31/10
<ul style="list-style-type: none"> <li>• Talk to Staci King to investigate how the gray card system might work to support this process and report back to the Council at the August SOHC meeting.</li> </ul>	Barry Noll	8/31/10
<ul style="list-style-type: none"> <li>• The appropriate 485 DM chapters will possibly be revised in the November SOHC meeting.</li> </ul>	All	11/31/10

<b>RAC Training</b>		
<ul style="list-style-type: none"> <li>Send information to the Council on how the RAC training could be customized for each bureau.</li> </ul>	Mike May	5/14/10
<b>EMC Update</b>		
<ul style="list-style-type: none"> <li>Ask Staci King, before the August meeting, to participate for an hour in each SOHC meeting in DC to provide an update on the Emergency Management Council.</li> </ul>	Barry Noll	7/15/10
<b>485 DM Chapter 18</b>		
<ul style="list-style-type: none"> <li>All bureaus will email their feedback on chapter 18 directly to Bob Garbe.</li> </ul>	All	5/18/10
<ul style="list-style-type: none"> <li>Send the chapter back to the bureaus in track changes with all comments.</li> </ul>	Bob Garbe	5/25/10
<b>SMIS</b>		
<ul style="list-style-type: none"> <li>Change tick bite entries to non-recordable.</li> </ul>	Armando Galindo	8/01/10
<ul style="list-style-type: none"> <li>Add columns on the report for 1) recordability, 2) case status, and 3) OWCP case number.</li> </ul>	Armando Galindo	7/15/10
<ul style="list-style-type: none"> <li>Incorporate into the process of entering tick bites into SMIS to send an email notification to bureau safety managers to check whether the person with the tick bite contracted a disease from it.</li> </ul>	Armando Galindo	8/01/10
<ul style="list-style-type: none"> <li>Investigate whether it is possible to have all SMIS entries default to non-recordable.</li> </ul>	Armando Galindo	7/15/10
<ul style="list-style-type: none"> <li>Investigate how the USGS IAS would integrate into SMIS and the cost-benefit of doing this and report back to the Council by the August meeting.</li> </ul>	Armando Galindo	8/31/10
<ul style="list-style-type: none"> <li>Revisit the “big picture” needs (identified a year ago) of a safety information system at the August meeting.</li> </ul>	All	8/31/10
<b>2010 Safety Seminar</b>		
<ul style="list-style-type: none"> <li>Arrange for the award for Bill Bass.</li> </ul>	Maurice Banks	ASAP
<ul style="list-style-type: none"> <li>Send bureau specific info for the conference packets to Barry Noll.</li> </ul>	Bureau Safety Managers	6/16/10
<ul style="list-style-type: none"> <li>Review all the DOI registrants to make sure they are registered for both conferences and not just the ASSE conference. Barry will then send the list to the bureaus who will follow up with individuals who may still need to pay for the DOI portion.</li> </ul>	Bureau Safety Managers	ASAP
<ul style="list-style-type: none"> <li>Send a reminder to the DASHOs to ask them to register for the conference.</li> </ul>	Diane Schmitz and Barry Noll	ASAP
<ul style="list-style-type: none"> <li>Distribute the participant list again to Bureau Safety Managers.</li> </ul>	Barry Noll	ASAP

<ul style="list-style-type: none"> <li>Send name of conference volunteers to Barry Noll.</li> </ul>	Bureau Safety Managers	ASAP
<b>AEDs in MIB/SIB</b>		
<ul style="list-style-type: none"> <li>Send the chart of the locations of all AEDs in MIB and SIB to the Council.</li> </ul>	Steve D'Antoni	5/31/10
<b>SOHC Sharepoint Site</b>		
<ul style="list-style-type: none"> <li>Investigate setting up a Sharepoint site for the council before the August meeting</li> </ul>	Barry Noll	8/1/10

## Meeting Participants

Affiliation	Name	Email	Phone Number
NPS	Rose Capers-Webb	Rose_capers-webb@nps.gov	202-619-7261
NBC	Steve D'Antoni	Stephen_d'antoni@nbc.gov	202-501-8693
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BIA	Paul Holley	paul.holley@bia.gov	505-563-5365
NPS	Mike May	Mike_May@nps.gov	202-513-7222
BOR	Jim Meredith	jmeredith@usbr.gov	303-445-2695
USGS	Bill Miller	wrmiller@usgs.gov	703-322-1080
OHS	Barry Noll	Barry_noll@ios.doi.gov	202-208-5318
FWS	Mary Parkinson	Mary_Parkinson@fws.gov	703-358-2255
BLM	Louis Rowe	Louis_rowe@blm.gov	703-994-5816
OHS	Diane Schmitz	Diane_Schmitz@ios.doi.gov	202-219-0189
AVATAR	Sue Thomas	Sue_Thomas@avatarinc.info	503-230-1201
<b>Members Absent</b>			
OSM	Maurice Banks	jbanks@osmre.gov	202-208-2608
OHS	Bob Garbe	Robert_garbe@ios.doi.gov	303-236-7112
OST	Rhonda Poolaw	Rhonda_Poolaw@ost.doi.gov	505-816-1077
SOL	Larry D'Emanuel		
OIG	Jim Robison	James_Robison@doioig.gov	703-487-5377